



DDS
"Building Partnerships,
Supporting Choices"

Senior Psychiatric Technician (Safety)

Exam Code: 0PVAC

Department(s): Developmental Services

Opening Date: 07/01/2020

Final Filing Date: Continuous

Type of Examination: Open

CLASSIFICATION DETAILS

Senior Psychiatric Technician (Safety) - Range S \$5,797.00 - \$6,239.00 per Month

Senior Psychiatric Technician (Safety) - Range T \$6,048.00 - \$6,553.00 per Month

Senior Psychiatric Technician (Safety) - Range U \$6,319.00 - \$6,878.00 per Month

Applications are accepted on a continuous basis with cutoff's every month or may be processed on a flow basis as conditions warrant and to meet hiring needs. All completed applications and examinations submitted by each cutoff date will be processed for that administration.

Who Should Apply:

The information below will help you determine if this classification is appropriate for you. Applicants must meet the education and/or experience requirements listed below under "Minimum Qualifications" for the classification by the cutoff date. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application and examination document.

Once you have taken this examination, you may not take it again **for twelve (12) months**.

How to Apply:

Applicants are required to submit an Examination/Employment Application (STD 678) found at <https://jobs.ca.gov/pdf/STD678.pdf> and the completed supplemental application (**included below**) either by mail or in person to the address listed below.

You may apply **by mail** to:
Porterville Developmental Center
HR/Recruitment and Examinations
P.O. Box 2000
Porterville, CA. 93257

Indicate the Examination Code and Classification on your Examination/Employment Application (STD 678).

You may apply **in person** at:
Porterville Developmental Center
HR/Recruitment and Examinations
26501 Ave 140
Porterville, CA. 93257
Monday through Friday. 8:00 am to 4:30 pm (excluding State holidays)

Indicate the Examination Code and Classification on your Examination/Employment Application (STD 678).

Faxed or emailed applications will not be accepted. Do not submit applications to the California Department of Human Resources or the State Personnel Board.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements listed below under "MINIMUM QUALIFICATIONS" for the classification by the final file date of the examination. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. All application must include: "to" and "from" dates (month/day/year); time base, and civil service class titles (not working titles).

Licensure Requirement: Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

And

Experience: One year of experience performing the duties of a Psychiatric Technician in a California state hospital.

POSITION DESCRIPTION

Under direction, in a State hospital, to supervise and provide a basic level of general behavioral and psychiatric nursing care as described below on a unit for mentally or developmentally disabled clients on a specific shift; to participate in the overall treatment program; and to do other related work. For more descriptive job tasks please see the job specifications on the CalCareers website at <http://www.calhr.ca.gov>.

EXAMINATION SCOPE

The examination is a **Training and Experience weighted - 100%**

The examination will consist solely of a **SUPPLEMENTAL APPLICATION**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

In addition to evaluating the applicant's relative knowledge, skill, and ability as demonstrated by quality and breadth of education/experience, emphasis in each test component will be on measuring competitively, relative job demands, each applicants:

Knowledge of:

1. Fundamentals of nursing care.
2. Basic general behavioral and psychiatric nursing procedures.
3. Daily living care requirements and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally or developmentally disabled clients.
4. Current first-aid methods.
5. Cardiopulmonary resuscitation.
6. Management Assaultive Behavior techniques.
7. Medical terminology.
8. Pharmacology.
9. Hospital procedures.
10. Techniques of effective supervision.
11. The department's Affirmative Action Program objectives.
12. A supervisor's role in the Affirmative Action Program and the process available to meet affirmative action objectives.

Ability to:

1. Supervise the work and development of a group of nursing staff.
2. Apply basic nursing knowledge, skills and attitudes.
3. Establish effective therapeutic relationships with mentally or developmentally disabled clients.
4. Recognize symptoms requiring medical or psychiatric attention.
5. Think and act quickly in emergencies.
6. Work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for clients.

Special Personal Characteristics: An interest in and a willingness to work with mentally or developmentally disabled client, emotional stability; patience; tolerance; tact; alertness; neat personal appearance; hearing and vision required for successful job performance.

Special Physical Characteristics: Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, patients, or the public.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established and used to fill vacancies at PDC. Candidates may apply for the exam once within a 12-month period. Names of successful competitors are merged onto the eligible list(s) in order of final scores, regardless of test date. Eligibility expires 24 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application Form (Std. 1093) is available [online](#). [Additional information on Veteran benefits is available at the Department of Veterans Affairs.](#)

Career Credits are not granted for examination(s) administered on an Open basis or Promotional basis

TAKING THE EXAM

You are required to submit your standard state application (STD 678) and the supplemental application (included below) by following the instructions above under "How to Apply". Once it has been determined that you meet the minimum qualifications your supplemental application will be scored.

TESTING DEPARTMENT

Department of Developmental Services-Porterville Developmental Center

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Porterville Developmental Center
HR/Recruitment and Examinations
Monday through Friday, 8:00 am to 4:30 pm (excluding State holidays)
Phone: 559-782-2087

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)
TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, Porterville Developmental Center and through your CalCareer Account (www.CalCareers.ca.gov).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their scores.

California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**SENIOR PSYCHIATRIC TECHNICIAN (SAFETY)
EXAMINATION**

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)



DEPARTMENTAL OPEN EXAMINATION

SENIOR PSYCHIATRIC TECHNICIAN (SAFETY)

The Senior Psychiatric Technician (Safety) examination is being administered as a Departmental OPEN. This is a Training and Experience (T&E) examination and consist solely of a Supplemental Application and accounts for 100% of the examination. Applicants successful in the examination will be placed on an eligible list, which will be used to fill vacancies at Porterville Developmental Center.

The examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills and abilities to successfully perform the duties of the classification. The score a candidate receives is based upon an evaluation of the responses provided in the Supplemental Application. The examination utilizes a predetermined rating criteria and an established rating scale.

Applicants **MUST** read and follow the directions on the following pages and complete and submit the required documents for acceptance into the examination. The information you provide on the Supplemental Application may be used for any portion of the selection and/or recruitment process.

Filing Instructions

Complete and mail both the State Application (Std. 678) AND Supplemental Application to the following mailing address:

Department of Developmental Services
Porterville Developmental Center
P.O. BOX 2000
Porterville, CA. 93257
Attention: HR/Recruitment and Examinations

Department Contact Information

After reading the entire *Examination Bulletin* and *Supplemental Application*, if you have questions contact Amanda Avila at (559) 782-2087 or amanda.avila@pdc.dds.ca.gov.

Applicant Information

First and Last Name (Printed): _____

Contact Phone Number: _____ (Home) _____ (Work)

E-mail Address: _____

Signature: _____ Date: _____

I certify and understand that my original signature certifies that all statements made in this Supplemental Application is true to the best of my knowledge.

SENIOR PSYCHIATRIC TECHNICIAN (SAFETY) EXAMINATION

INSTRUCTIONS

Please read the instructions prior to proceeding to the “Supplemental Application” examination. This Supplemental Application consists of three “SCALES”. Utilizing the THREE SCALES (A-C) below, you will rate each job-related task statement as it applies to you. You will assign one rating from each of the three scales for every task statement.

The three scales include; **two Rating Scales (Scale A & B)** and **one Reference Code (Scale C)**. If any of the scales are left blank your supplemental application will not be accepted and you will be disqualified from the exam.

SCALE A - LEVEL of Experience/Training/Education)

Instructions: In Scale A – (Rating 1-5), assign one rating for the LEVEL of Experience (Training and/or Education) you have performing a specific job-related task. You may also refer to formal education, training and/or on the job experience (paid and/or volunteer).

Scale A: (Ratings 1-5)

- 1 = NO** work experience, training and formal education
- 2 =** Have acquired training and/or formal education **ONLY**
- 3 =** Have work experience and/or on the job training **ONLY**
- 4 =** Have work experience, training and/or formal education
- 5 =** Have work experience in a supervisory capacity and training and/or formal education

SCALE B – LENGTH of Time

Instructions: In Scale B – (Rating 1-5), assign one rating for the Length of time you have performed and/or received training in a specific job-related task on the following pages.

Scale B: (Ratings 1-5)

- 1 = NO** work experience, training and formal education
- 2 =** Less than 1 year work experience, training and/or formal education
- 3 =** 1 to 2 years work experience, training and/or formal education
- 4 =** 3 to 4 years work experience, training and/or formal education
- 5 =** More than 5 years work experience, training and/or formal education

**SENIOR PSYCHIATRIC TECHNICIAN (SAFETY)
EXAMINATION**

INSTRUCTIONS (cont.)

SCALE C – Reference Code (A-D)

Instructions: In Scale C (reference code A-D), List reference verification information of persons that can verify your experience, training and/or education. A reference (code A-D) can include previous/current Employers, Trainers and/or Teachers/Instructors.
DO NOT list personal references (friends or family members).

Code A

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

Code B

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

Code C

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

Code D

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

SENIOR PSYCHIATRIC TECHNICIAN (SAFETY) EXAMINATION

SUPPLEMENTAL APPLICATION

SCALES	SCALE A	SCALE B	SCALE A - Rating	SCALE B- Rating	SCALE C - Code A-D
	1. NO work experience, training and formal education 2. Have acquired training and/or formal education ONLY 3. Have work experience and/or on the job training ONLY 4. Have work experience, training and formal education 5. Have work experience in a supervisory capacity and training and/or formal education	1. NO work experience, training and formal education 2. Less than 1yr. of work experience, training and/or formal education 3. 1-2 yrs. of work experience, training and/or formal education 4. 3 to 4 yrs. of work experience, training and/or formal 5. 5+ yrs. of work experience, training and/or formal education			
	SCALE C Assign one code (A-D)				
TASK STATEMENTS					
1.	Carry out program priorities to evaluate progress toward goals and objectives.				
2.	Carry out a quality assurance plan to evaluate progress toward goals and objectives.				
3.	Carry out a method to evaluate progress toward goals and objectives.				
4.	Monitor the delivery of services within the program, including interaction with clients and staff.				
5.	Monitor the health care needs of individuals and ensure timely and appropriate delivery of medical/nursing services to ensure their needs are being met and all policies and procedures are in compliance with state and federal guidelines				
6.	Supervises the training of Psychiatric Technician Students, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, and other assigned nursing staff.				
7.	Participate in professional development activities by seeking and attending work related training, workshops and/or classes as authorized.				
8.	Help create a safe and therapeutic environment for clients.				
9.	Trains unit personnel to use mental health principles and techniques in all relationships with clients.				
10.	Applies the use of mental health principles and techniques in all relationships with clients.				
11.	Uses motivation techniques to help clients develop self-reliance in daily living.				
12.	Develops participation in on-the-unit group and individual program activities for clients.				

**SENIOR PSYCHIATRIC TECHNICIAN (SAFETY)
EXAMINATION**

SCALES	<u>SCALE A</u>	<u>SCALE B</u>	SCALE A - Rating	SCALE B - Rating	SCALE C - Code A-D
	1. NO work experience, training and formal education 2. Have acquired training and/or formal education ONLY 3. Have work experience and/or on the job training ONLY 4. Have work experience, training and formal education 5. Have work experience in a supervisory capacity and training and/or formal education	1. NO work experience, training and formal education 2. Less than 1yr. of work experience, training and/or formal education 3. 1-2 yrs. of work experience, training and/or formal education 4. 3 to 4 yrs. of work experience, training and/or formal education 5. 5+ yrs. of work experience, training and/or formal education <u>SCALE C</u> Assign one code (A-D)			
	TASK STATEMENTS				
13.	Supervises participation in on-the-unit group and individual program activities for clients.				
14.	Encourages participation in on-the-unit group and individual program activities for clients.				
15.	Assist with redistribution of staff as needed to meet the minimum staffing guidelines.				
16.	Relieve staff as needed to ensure adequate coverage.				
17.	Prepares requests for equipment and supplies to assure that supplies/equipment are available and in good repair.				
18.	Work with a multi-disciplinary team (including residence, facility and community-based team members) to ensure that services are being provided as identified in the IPP.				
19.	Assist in assuring that medical, nursing and pharmaceutical supplies are ordered.				
20.	Assist in assuring that medical, nursing and pharmaceutical supplies are stored.				
21.	Assist in assuring that facilities are sanitary.				
22.	Assist in assuring that client expenditures are appropriate.				
23.	Assist in assuring that client expenditures are in accordance with Trust procedures.				
24.	Monitor for patterns of staff tardiness or unscheduled absence and make recommendations to the Unit Supervisor.				
25.	Capable and willing to work overtime to assist in maintaining staff minimums when necessary.				
26.	Carry out Crisis Management Intervention Technique (CMIT) procedures.				
27.	Float to all work areas within the facility if called upon to do so.				
28.	Escort clients on the facility grounds and into the community.				

**SENIOR PSYCHIATRIC TECHNICIAN (SAFETY)
EXAMINATION**

SCALES	<u>SCALE A</u>	<u>SCALE B</u>	SCALE A - Rating	SCALE B- Rating	SCALE C - Code A-D
	1. NO work experience, training and formal education 2. Have acquired training and/or formal education ONLY 3. Have work experience and/or on the job training ONLY 4. Have work experience, training and formal education 5. Have work experience in a supervisory capacity and training and/or formal education	1. NO work experience, training and formal education 2. Less than 1yr. of work experience, training and/or formal education 3. 1-2 yrs. of work experience, training and/or formal education 4. 3 to 4 yrs. of work experience, training and/or formal education 5. 5+ yrs. of work experience, training and/or formal education <u>SCALE C</u> Assign one code (A-D)			
	TASK STATEMENTS				
29.	Receive visitors and encourage their interest in the clients welfare.				
30.	Acts for the Unit Supervisor when assigned.				
31.	Operate a computer to complete tasks (i.e. data entry on ER2000, General Event Report (GER) etc)				
32.	Work various schedules (i.e. day shift, swing shift, night shift), weekends, and holidays to maintain minimum staffing.				

**This is the end of the Supplemental Application and concludes the examination,
please refer to page 1 for mailing instructions**